

Chisholm Catholic College

Overseas Students Information and Policies Handbook

CRICOS Provider Number 00432J



2016

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Chisholm Catholic College

Chisholm Catholic College is a Registered Provider of Educational services and Training as stipulated under the Commonwealth Education Services Overseas Students (ESOS) Act 2000 and the Western Australian State Education Service Providers – Full Fee Paying Overseas Students Registration (ESPRA) Act 1991. The College's CRICOS provider code is 004325.

For further information of the ESOS framework –

<https://internationaleducation.gov.au/regulatory-formation/pages/regulatoryinformation>

STUDENT INFORMATION

Enrolment information for Overseas Students is available on our College website.

By following the prompts as listed below, you will be able to retrieve information relating to Overseas Students:

- Go to our College website address: www.chisholm.wa.edu.au
- Proceed to General Information.
 - Enrolment Application.
 - Overseas Students.
 - Print Enrolment Form and Overseas Student Information and Policies Handbook.
 -

1. LOCATION

Chisholm Catholic College commenced in 1989 when two established colleges amalgamated into one co-educational college. The College campus is situated in Perth, Western Australia, within eight kilometres of the city area. Perth is a beautiful, clean city on the banks of the Swan River, with many parks, gardens, trees, fresh air, spectacular beaches and all modern facilities.

The climate is temperate with a very mild winter and a warm dry summer and is therefore very conducive to outdoor recreational and sporting activities such as golf, camping, swimming, windsurfing, bushwalking, sailing and the like.

2. WHAT THE COLLEGE OFFERS

Chisholm Catholic College offers students an excellent range of curriculum offerings. It has developed a tradition of academic excellence.

The College provides school, including preparation for University entrance, to 1700 students from Years 7 - 12. All academic courses offered in the higher years are accredited and moderated by the Standards Curriculum and Standards Authority, which issues the Western Australian Certificate of Education to students who successfully complete Years 11 and 12.

Overseas student applications are welcomed for Years 10, 11 and 12. The school year in Western Australia runs from early February through to December. As English is the medium of instruction, competence in English is given high priority, as a certain standard must be met to satisfy the Standards Curriculum and Standards Authority and for Tertiary Entrance requirements.

The College seeks further to address the needs of individual students and to develop in each of them self-esteem, responsibility, independence, articulateness, sensitivity and a well adjusted character within a Catholic environment.

To meet all its stated aims, Chisholm Catholic College offers you:

- A full range of courses suitable the Western Australian Certificate of Education (WACE), University and TAFE college entrance.
- Understanding, experienced, qualified staff and teachers in all areas and especially in the specialist area of English as an additional Language.
- Modern Resources.
- Pastoral Care and an excellent Campus Ministry Program.
- Individual career and educational course counselling.

3. THE STUDENT BODY

The student body of the College has a multi-cultural background and overseas students able to assimilate into student life.

4. COLLEGE FACILITIES

Well-equipped facilities include an e-Learning Centre, Science Laboratories, specialist learning areas for Religious Education, Mathematics, Science, English, Society and Environment, Computing, Performing Arts, Design & Technology, Media Studies, Drama, Music. The Visual Arts and Crafts, Hospitality Centre, Photography and Physical Education.

In the sporting and fitness areas, facilities are provided for basketball, badminton, tennis, netball, swimming, cricket, baseball, soccer, football, hockey, volleyball, softball, cross country and athletics. Highlights of the facilities available are the lush green playing fields for hockey, soccer, athletics etc. and an indoor swimming pool and gymnasium with Fitness Centre.

5. COLLEGE SUPPORT FOR OVERSEAS STUDENTS

Through its professional and dedicated staff, students have access to a wide range of support/counselling services to cater for student's needs in personal, educational and career matters. Support staff include: Pastoral Care Advisors, a Chaplain, a Clinical Psychologist, a Careers Advisor and VET Coordinator as well as the Overseas Student's Coordinator.

School Counsellors

Chisholm Catholic College has a school psychologist.

The psychologist is available to all students to assist in a wide range of matters relating to academic progress and personal welfare. These include:

- Study skills.
- Assessments of students identified as having learning difficulties.
- Counselling on non-academic personal concerns and referral to appropriate agencies where necessary.

In addition, the Head of Careers/Vocational Education and Training (VET) is also available to assist in:

- Course planning and selection.
- Career decision making and Career information including administration of the Work Experience.
- Information on University and TAFE courses and their entry requirements.

Students can make their own appointments with the Counsellors or organise through the College Receptionists. The College Chaplain is also available for counselling. Appointments can be made in the same way.

6. ACCOMMODATION AND COST OF LIVING

Perth offers a high standard of living at a reasonable cost. Overseas students at Chisholm Catholic College have various accommodation options. Some students stay with relatives who also act as guardians, while others have homestay arrangements made for them by their parents.

Homestay accommodation includes a furnished room, meals, gas, electricity and laundry. The charge usually does not include a telephone.

Homestay accommodation costs approximately \$220 a week and where the homestay 'parent' also takes on the role of the student's guardian, and additional \$30 a week is payable.

Students are required to have made their own homestay arrangements before accepting an enrolment offer.

Useful Contacts

Health Services

Consumer health services directory

<http://ww2.health.wa.gov.au/Services-search>

Medicare

<https://www.humanservices.gov.au/customer/services/medicare/medicare>

Emergency Services

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in a **life threatening or emergency situation**.

Police

Call 131 444

If you call 131 444 and require immediate police attendance, you will be asked to press '1'. If you need to report an incident which does not require immediate police attendance, you be asked to press '2' and if you require general information you will be asked to press '3'. Remember, if it's an emergency, immediately hang up and ring 000!

General

<http://www.australia.gov.au/>

Legal Aid

www.legalaid.wa.gov.au

7. AGENTS

The College does not utilise education agents.

8. CONDITIONS FOR ADMISSION

- 8.1. Applicants for Years 10 - 12 are considered if:
- They will be no more than 19 years of age in Year 12.
 - They have achieved above average standards in previous courses of study.
 - They can produce evidence of a history of good behaviour.
 - Their purpose is to gain entry to an Australian university or TAFE college.
- 8.2. It is College policy that all Overseas Students must have a **Guardian** in Perth:
- Who is nominated by the parents and acts in *loco parentis*.
 - Who is a responsible, independent adult.
 - Who is capable of caring for and supervising the student, ensuring his/her attendance at school and completion of homework.
 - Who monitors the student's general behaviour at home and in the community.
 - Provides a current Federal Police Clearance and Working with Children Card to the College.

The Guardian must be readily available in an emergency, and at times when College staff will need to consult with the Guardian on matters pertaining to school work or behaviour.

- 8.3. The student must also have **homestay arrangements** that are satisfactory to the College. The Homestay parent may also be the Guardian. The homestay accommodation is required to be with an English-speaking family so that the student's English language competence is constantly reinforced.

The College will nominate the date for which it accepts responsibility for approving the student's accommodation and general welfare arrangements using the DIBP (Department of Immigration and Border Protection) pro forma letter through PRISM on completion of enrolment procedures. The date will usually be the date of commencement at the College.

The College will advise DIBP (Department of Immigration and Border Protection) in writing of the approval of Homestay accommodation using the DIBP (Department of Immigration and Border Protection) letter available through PRISMs.

The College will visit and inspect an International Student's Homestay situations once a semester. The inspection will include that the Homestay provider:

- Has a valid Working with Children Clearance.
- All residents in the 'Homestay' accommodation will be required to have Federal Police clearances.
- The living arrangements are clean.
- The student has suitable privacy and facilities for sleeping, personal hygiene and study, including access to a computer.
- There is provision for adequate and healthy dietary needs.
- Reasonable telephone access.

The College has a pro-forma for procedures for checking the suitability of Overseas Student's accommodation and general welfare arrangements. This form is available on request.

- 8.4. There will be assistance given to Overseas Students attending Chisholm Catholic College to arrange Homestay if there is a need.
- 8.5. The student is required to agree to comply with the provision of the standard **Student's Undertaking** before enrolment can be finalised.
- 8.6. Before the College provides a conditional offer to an Overseas Student, the student maybe required to provide documentary evidence that they have achieved a result of six (6) in the International English Language Testing System (IELTS).

For entry to the College, the student must have attained a standard of **English competency** judged by the College as necessary to commence studies. This competency is assessed by means of tests administered by a recognised intensive English school in Perth and/or by tests administered at Chisholm Catholic College.

- 8.7. If the student's level of English competency before admission has does reach the required standard, they will not be enrolled at the College. They would be expected to withdraw their application or continue to study English with the Intensive language provider until the required level is achieved.
- 8.8. When a student is accepted at Chisholm Catholic College, **no guarantee** is given of promotion to the next year of study, Year 12 graduation or entry to an Australian university or TAFE course.
- 8.9. On acceptance of a place at Chisholm Catholic College, the student is placed in the Year which is considered to be most compatible with his or her level of general academic ability and English competency. This judgement is made on the best evidence available with no guarantee that this objective is achieved.
- 8.10. If a student currently enrolled fails to meet the entry requirements for the next year of study, he or she **may be required to repeat** that year of study. This may have implications for the student's visa, and the student's parent or guardian should discuss this matter with the College and the Department of Immigration and Border Protection.
- 8.11. The College negotiates the **course of study** directly with the student and with the Guardian when appropriate.

- 8.12. Should any of these requirements cease to be met by the student/parents at any time, the College reserves the **right to discontinue the student's enrolment** and will inform Commonwealth and State Regulatory bodies of this decision.

Where the College suspends or cancels the enrolment of the student, the College will continue to check the suitability of arrangements for that student until:

- The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements.
- The student leaves Australia.
- Other suitable arrangements are made that satisfy the Migration Regulations.

Or, the College reports under the National Code Explanatory Guide Standard 5.1d (http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_5.htm#welfare) that it can no longer approve of the arrangements for the student.

9. ADMISSION PROCEDURES

9.1. Enrolment Procedures

- Applicants lodge an Enrolment Application with required documentary attachments, together with a non-refundable Application Fee of AUD \$100.
- When deemed adequately prepared, the student is given an appointment to sit for the College English Competency Test.
- Following a successful College Test outcome, applicants, parents and/or guardians, and if possible prospective Homestay parents, attend an interview with the College Administration to discuss results of the English Competency Test, prior to the admission.
- A letter of Offer will be sent to the successful applicant.
- Unsuccessful applicants will be duly advised in writing.

9.2 Mastery of English

Before the College provides a conditional offer to an Overseas Student, the student should provide documentary evidence that they have achieved a result of six (6) in the International English Language Testing System (IELTS).

Prior to admission to Chisholm Catholic College, each non-English speaking student undertakes an intensive English course at a recognised Language Academy. Before Chisholm Catholic College considers a student's application, the student must have passed the English reading, writing, speaking and listening exit requirements of that College. Before such students are given entry to the College, they must perform satisfactorily in the College's English competency test.

English Competency

For entry to the College, the student must have attained a standard of **English competency** judged by the College as necessary to commence studies. This competency is assessed by means of tests administered by a recognised Intensive English school in Perth and by tests administered by Chisholm Catholic College. Students must demonstrate adequate competency on both tests.

If the student's level of English competency before admission has not reached the required standard, it is expected that the student would continue to study English intensively until such a standard is obtained.

If, after the student's first year at the College, his/her English competency is not improving at an acceptable rate, **no guarantee** is given of promotion to the next year of study, Year 12 graduation or entry to an Australian university or TAFE course.

On acceptance, the student is placed in the Year which is considered to be most compatible with his or her level of general ability and English competency. This judgement is made on the best evidence available with no guarantee that this objective is achieved. If a student currently enrolled fails to meet the entry requirements for the next year of study, he or she **may be required to repeat** that year of study.

The College negotiates the course of study directly with the student and with the Guardian when appropriate.

Should any of these requirements cease to be met by the student/parents at any time, the College reserves the **right to discontinue the student's enrolment**.

English as an Additional Language (ELD) Course

Is the School Curriculum and Standards Authority (SCSA) - WACE course: English as an Additional Language or Dialect. The syllabus can be found on the SCSA website:

www.scsa.wa.edu.au

Course Delivery

Students are enrolled in the College for all face to face courses and have no course delivered online.

Course Credit – Year 11 Studies

Completion of the equivalent of senior secondary studies.

The College will enrol students in their final year of senior secondary studies if it is considered that studies completed elsewhere indicate that the students have the potential to achieve the Western Australian Certificate of Education in their final-year program.

If such students successfully meet these requirements of the Western Australian Certificate of Education, then recognition will be given for having achieved the equivalent of one year or one semester of senior secondary studies (Year 11) overseas, interstates or through training.

10. FEES PAYABLE

Fees are set by the College Board in November of each year for the following year. At the time of enrolment this figure may not be known. Where fees are paid in advance for the following year, students will be invoiced for the difference.

The annual TUITION FEE for the current year are as follows:

Services Provided	Expected payment	Year 10	Year 11	Year 12
Tuition School Curriculum and Standards Authority Registration	Two weeks prior to commencement of each semester in February and July	\$23,280.00	\$24,300.00	\$24,900.00
		Feb: \$11,640.00	Feb: \$12,150.00	Feb: \$12,450.00
		July: \$11,640.00	July: \$12,150.00	July: \$12,450.00

Payment should be made in Australian dollars (by bankdraft from overseas) and made payable to Chisholm Catholic College.

For students re-enrolling for the following year, an invoice will be issued in the November of the current year for the tuition fees. The payment is due as per above.

Medibank Overseas Student Health Cover (compulsory overseas student health cover) is payable to the College who will organise registration on behalf of the student. Please note that the Medibank Health cover must be paid prior to commencing your education and must be paid in full for the duration at the College.

A Uniform List is given to the student at the time of enrolment. Students are able to purchase their requirements and have a personalised fitting at the College Uniform Shop. Payment for uniforms is made to the Uniform Shop. Indicative price of uniform requirements - \$800 - \$1000.

A personalised list of Books, e-texts and Stationery is provided to each student at the time of enrolment and purchases may be made through the nominated outlet. Cost of books varies according to subject requirements. Costs range from approximately \$60 per subject to \$120 for subjects requiring special material/equipment.

The School Curriculum and Standard Authority Examination Fees are included in the tuition fees.

11. Refund Policy for Fee Paying Overseas Students

The Chisholm Catholic College refund policy is in accordance with the requirements of the ESOS ACT. Applications for refunds should be made in writing to the Overseas Student Coordinator.

Reason for Refund	Notification Period	EDWA Refund Specifications for Minimum Refunds
Student's application for a visa unsuccessful	Prior to course commencement	The lesser of 5% of the total amount of pre-paid fees received for the course or \$500.00
Student with a visa withdraws	<ul style="list-style-type: none"> • Two weeks or less before semester commences. • After semester commences. • Notify the Secretary and TPS Director (via) Prisms of student default within five business days and of the default outcome within seven days of the provider obligation period. 	The lesser of ten weeks pre-paid fees or the number of weeks remaining in the semester
If the College withdraws offer, fails to provide program offered or terminates the Education Service	Before or after the semester commences	Full refund based on unexpended pre-paid tuition fees
If the College withdraws a student because the student has seriously breached Overseas Student Visa conditions or College rules	Immediate	Full refund based on unexpended pre-paid tuition fees

* A course at Chisholm Catholic College is the whole school year.

NB: Refunds will be processed within four weeks of receipt of written request for the refund.

In exceptional circumstances full refunds will be made if the above conditions are not met. This will be at the discretion of the Principal.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

12. TRANSFER BETWEEN REGISTERED PROVIDERS

Registered providers assess requests from students for a transfer between registered providers prior to the student completing six months of the principal course of study in accordance with their documented procedures.

- After the six months of the principal course no restrictions will apply.
- The College will support a student transfer to another registered provider in the first six months of the course study in accordance with our College International Refund and Fees Policy.
- The College will make available counselling to the student in regards to the appropriateness of the course of study delivered by the new provider.
- The College will formally transfer a student when it has been determined to the provider the student is transferring has provided a letter from the registered provider confirming that a valid enrolment offer has been made and the students parents/legal guardian support the transfer.
- Where a student is under the age of eighteen (18) the registered provider will accept the responsibility for approving the students accommodation and general welfare arrangements.

Where the College does not grant a letter of release, the Overseas Student will be provided with written reasons for refusing the request and will be informed of his or her right to appeal the College's decision in accordance with National Code Explanatory Guide Standard 8.

http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_8.htm

The Student and their guardian will need to contact the Department of Immigration and Border Protection - www.immi.gov.au to confirm the on-going viability of their Visa should they change educational providers.

13. COMPLAINTS AND APPEALS PROCEDURES

As far as possible, student's grievances will be resolved as a result of discussion between the College Administration and the student. If the grievance is not satisfactorily resolved by this means, a grievance panel will consider each case on its merits and develop a solution acceptable to both parties. This process does not remove the student's right to pursue other legal action under Australia's Consumer Protection laws.

Overseas Student's enrolment will be maintained by the College whilst the complaints and appeals process is ongoing.

The Chisholm Catholic College Grievance Panel consists of three or more of the following depending on the nature of the grievance:

The Chairman of the College Board

The Principal

The Vice Principal

The Overseas Students Coordinator

The Student Counsellor

The Bursar

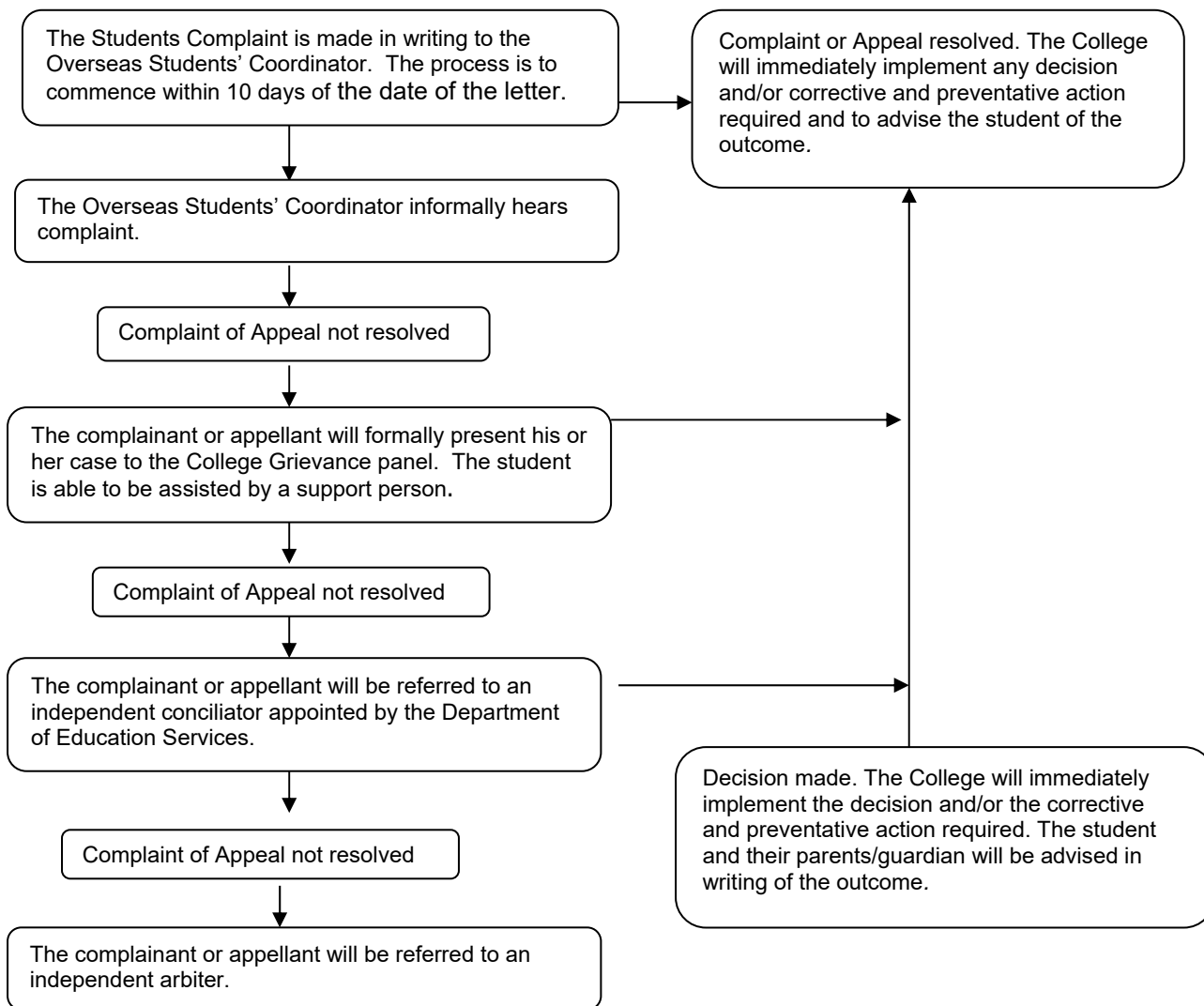
If the grievance is not resolved by either of these means, the matter will be referred to an independent conciliator available at the Department of Education Services – 22 Hasler Road, OSBORNE PARK WA 6017. Phone: (08) 9441 1962.

If the student is not satisfied with the outcome or conduct of the internal complaint handling and appeals process, the College will supply information to the student on how to pursue the appeal through the external appeals process, with an independent arbiter, a person independent of and external to the College and Catholic Education Office, Mr Greg Clune. Or the student may also choose to contact the Overseas Student Ombudsman <http://www.oso.gov.au>

If the internal or any external complaint handling or appeal process results in a decision that supports the Overseas Student, the College will immediately implement any decision and/or corrective and preventative action required and to advise the student of the outcome.

Overseas Students' Complaint or Appeal Process

Overseas Students/guardians has/have the right to access the external appeals process at minimal or no cost.



14. DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT.

If a student defers or the College suspends or cancels a student's enrolment this may affect his or her student visa. The College will notify the Secretary of Commonwealth Department of Education via PRISMS as required under section 19 of the ESOS Act.

To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone).

The College does this by notifying the Commonwealth Department of Education, through the Provider Registration and International Student Management System (PRISMS) of the deferment or suspension of enrolment.

A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. The College may also initiate suspension of a student's enrolment due to misbehavior of the student.

- The College may choose to grant or decline any student's request for deferment or suspension of studies, in accordance with its documented procedures for assessing such requests.
- Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.
- They could include, but are not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend class
 - bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
 - where the registered provider was unable to offer a pre-requisite unit; or
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.

The College may choose to temporarily suspend a student's enrolment if it deems the student's behavior to be unacceptable for an educational setting. This would include behaviours listed in the Overseas Student Undertaking (a copy is below)

The College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student, and notify the student that he or she has 20 working days to access the College's internal complaints and appeals process.

If the student accesses the College's internal complaints and appeals process, suspension or cancellation of the student's enrolment cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

- Extenuating circumstances' relating to the welfare of the student may include, but are not limited to the following. The student:
 - refuses to maintain approved care arrangements (only students under 18 years of age);
 - is missing;
 - has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
 - has engaged or threatens to engage in behaviour that is reasonably believe to endanger the student or others; or
 - is at risk of committing a criminal offence.

Any claim of extenuating circumstances will need to be supported by appropriate evidence.

Deferment

The College will not accept an enrolment which does not start and end on the stipulated and agreed dates. Hence it is unlikely that the College would have to consider deferring or temporarily suspending an enrolment of an overseas student.

However, there may be a limited number of circumstances in which the College would consider deferring or granting leave of absence or even cancelling an overseas student's enrolment, such as for:

- Compassionate reasons (eg: for illness during the year, where a medical certificate states that the student is unable to attend classes).
- Illness within the immediate family to which the student will have to go back to home country.

The request for deferment must be submitted by letter to the Principal and copy in the Dean of Year that the student is attending. The Principal will then copy in the information to our Vice Principal an Overseas Coordinator.

- The College will then advise the student's parents/legal guardian that deferring or granting leave of absence may affect his or her student visa.
- Notify the Provider Registration and International Student Management System (PRISMS) that the student's enrolment has been deferred and granted leave of absence.
- Refer the student to the Department of Immigration and Border Protection (DIBP) website, helpline or the local DIBP office for advice on how the potential change to the student's enrolment status may impact upon their visa.

SUSPENSION OR CANCELLATION OF ENROLMENT

If a student defers or the College suspends or cancels a student's enrolment this may affect his or her student visa. The College will notify the Secretary of Commonwealth Department of Education via PRISMS as required under section 19 of the ESOS Act.

The College could suspend or cancel an enrolment if the student has not followed the College undertaking upon acceptance:

OVERSEAS STUDENT UNDERTAKING (TO BE SIGNED AT INTERVIEW)

I shall try to understand Christian faith and values. I shall try to do my part in building a caring school family.

I shall:

- i. act with respect towards College staff and students;
- ii. try to achieve my personal best in my studies;
- iii. behave in public in such a way as to uphold the good name of the College;
- iv. strive to develop appropriate Work Attitudes and Habits (Student Handbook);
- v. observe the College Classroom and Travel Codes of Behavior (Student Handbook);
- vi. attend school every day and on time, bringing a letter from my guardian if I am absent or late;
- vii. **commence on the first day of term and attend school until the last day of term,** making my plane bookings well in advance using school calendar dates;
- viii. make myself available to represent the College in sporting and cultural activities and to attend training sessions/rehearsals;
- ix. observe the uniform, hair and jewellery standards of the College; and
- x. comply with all College regulations (Student Handbook).

I shall refrain from the following actions at College, at College functions and while traveling to and from such venues:

- xi. the possession or use of illicit drugs;
- xii. the possession or use of alcohol, tobacco ,or unauthorized prescription drugs;
- xiii. the possession or use of a weapon or implement that may inflict harm;
- xiv. bullying, including cyber bulling at any time, fighting or verbal intimidation;
- xv. vandalism or theft;
- xvi. offensive language or possession of offensive literature;
- xvii. disruption of lessons through inappropriate behavior; and
- xviii. unauthorised absence from class or school.

Furthermore, **I shall not:**

- xix. visit gambling establishments or drink alcohol in public, even if I am legally permitted to do so;
- xx. absent myself with bogus illnesses or present fraudulently obtained medical certificates; or
- xxi. drive a car without a Western Australian Drivers License.

I understand that, if I fail to honor these promises, it is discretionary with the Principal to defer my promotion from Year level to the next, or suspend or terminate my enrolment.

If a student defers or the College suspends or cancels a student’s enrolment this may affect his or her student visa. The College will notify the Secretary of The Commonwealth Department of Education via PRISMS as required under section 19 of the ESOS Act.

Signature: (student)Date:

15 USE OF PERSONAL INFORMATION

Any information (including personal information) provided to the College by the student, parents, guardian, homestay parents and/or agents may be made available to State and Commonwealth regulatory authorities pursuant to College obligations under the ESOS ACT 2000.

16 REPORTING REQUIREMENTS

16.1 Attendance

Visa regulations require students to attend the College on a full time basis. Absences from school are only permitted due to illness or for exceptional compassionate reasons. The College is obliged to advise Commonwealth and state regulatory authorities when a student's attendance falls below a satisfactory level.

Satisfactory Course Attendance is attendance of 80% of scheduled course contact hours.

Student attendance is checked and recorded on a daily basis and assessed regularly by being recorded and calculated over each semester.

Late arrival at school will be recorded and will be included in the attendance calculations.

All absences from school should be accompanied by a medical certificate an explanatory communication from the Overseas Student's carer or guardian, or evidence that the absence from school has been approved by the Head of Secondary.

Any absences longer than for five consecutive days without approval must be fully investigated.

Each Overseas Student's attendance will be monitored daily by the Deputy Principal and Pastoral in Secondary and the Overseas Student Coordinator, or delegate, over the semester to assess the Overseas Students attendance.

The following method will be used to assess the percentage of scheduled course contact hours to ensure the student is meeting requirements.

The number of hours the student would have to be absent in order to fall below the attendance threshold for a semester will be calculated using the formula:

Threshold of absences = number of study days x daily contact hours x 20% (For example, in a ten week semester with five contact hours per day, the threshold of absences – 5 hours x 50 days x 0.2 = 50 hours).

A verbal warning will be given to an Overseas Student when their attendance rate falls to 95%.

If the attendance rate drops to any of 90%, 85% or 80%, written notification will be sent from the College to the parents of the Overseas Student (and their guardian if applicable) and an interview with the Overseas Student will also be held.

The letter and interview will explain the implications of poor attendance when the attendance rate drops to these levels.

Any period of exclusion from class will not be included in the student attendance rate calculations.

If the calculations above indicates that the student's attendance has fallen below the attendance threshold for the study period concerned, the College will advise the student (and the student's parents and guardian (if applicable) when the student is under 18 years of age) of its intention to report the student for unsatisfactory attendance and breach of visa condition 8202, and that the student has 20 working days in which to access the College's Internal Complaints and Appeals Process (see the College's Overseas Students Complaints and Appeals Policy) except in the circumstances where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances (e.g. medical illness supported by a medical certificate); and attendance has not fallen below 70%. The method used to calculate 70% attendance is the same as above but with the following change: Threshold of absences = number of study days x contact hours x 30%.

The College will notify the Commonwealth Department of Education through the Provider Registration Information Student Management System (PRISMS) of the Overseas Student's unsatisfactory attendance as soon as is practicable where:

- (i) The Overseas Student does not access the School's Internal Complaints and Appeals Process within 20 working days; or
- (ii) The Overseas Student withdraws from the School's Internal Complaints and Appeals Process; or
- (iii) The Schools Internal Complaints and Appeals Process has found in favour of the School.

Definition:

Compassionate and compelling circumstances – circumstances beyond the control of the student that are having an impact on the student's progress through the course.

Some examples of compassionate and compelling circumstances are:

- serious illness, where a medical certificate states that the Overseas Student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel plans that has impacted on the Overseas Student's studies;
- a traumatic experience which has impacted the student (these experiences should be supported by a police or psychologist's report where possible;
- where the College has been unable to offer a pre-requisite unit or course;
- inability to begin studying on the course commencement date due to the delay in receiving a student visa;
- for other circumstances to be considered as compassionate and compelling evidence would need to be provided to show that these were having an impact on the student's progress through a course.

16.2 MONITORING ABSENCES

ABSENCE THROUGH SICKNESS

The parents of students absent from school through sickness often request school work for their children.

PROLONGED ABSENCE

Visa regulations require students to attend the College on a full time basis. Absences from school are only permitted due to illness or for exceptional compassionate reasons. The College is obliged to advise Commonwealth and state regulatory authorities when a student's attendance falls below a satisfactory level.

ATTENDANCE RECORDING PROCEDURES

The Pastoral Care Advisor will complete daily student attendance on the College electronic system. This becomes the working copy of the Attendance Register.

The working copy of the Attendance Register is used to record the daily attendance. The working copy is corrected by the College Secretary each day.

The electronic roll is sent promptly, to the Secretary at the conclusion of Pastoral Care Time. A hard copy may be necessary in an emergency.

The Secretary keeps a daily record of telephone calls received from parents of absent students or made to parents of absent students.

In every class throughout the day, the Class Teacher is required to check student attendance against the Daily Electronic List.

All absentees must be verified by a note from a parent/guardian.

SMS MESSAGE SYSTEM

An SMS text message will be automatically sent to the mobile phones of parents explaining that the school records show that their child is absent from school. The message will give the child's name, PCG group and indicate that they were absent during PCG time on that day.

The message will arrive on the phone displaying the number (0428937348). Parents should store this number under Chisholm Catholic College.

Parents can:

- Reply by text giving the name of the child, PCG/year group and date and reason for absence or
- Phone the office.
- Also must send a note when the child returns to school.

Parents are urged to update their mobile phone numbers as soon as there is a change of numbers so that this system can be made as effective as possible.

STUDENTS OFF CAMPUS DURING SCHOOL HOURS

Students who need to leave the grounds during school hours must present a signed entry in the Student Handbook at Student Reception and have their Smart Rider card scanned by the automated attendance system.

17. COMPLETION WITH EXPECTED DURATION

The school will monitor, record and assess the course progress of each Overseas Student in each course for which they are enrolled to ensure they complete the course within the duration specified in their CoE. There will be a formal assessment of each Overseas Student's progress at the end of each semester, when full school reports are written for each student.

A part of this assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that he or she is expected to complete the course within the duration of the course.

The School will only extend the duration of an Overseas Student's study where the student will not complete the course in the expected duration due to:

- (i) Compassionate or compelling circumstances; or
- (ii) Student participation in an intervention strategy as outlined above; or
- (iii) Approved deferment or suspension of study granted in accordance with the Schools Deferment, Suspension and Cancellation Policy.

Where the School decides to extend the duration of an Overseas Student's study, the School will report this through Prisms and issue a new eCoE (electronic Confirmation of Enrolment) if required.

18. ACADEMIC PERFORMANCE

The College is obliged to advise State and Commonwealth regulatory authorities of a student's unsatisfactory academic performance.

Overseas students will have their course progress assessed at the end point of each study period. The students will receive a standard College report in Terms 1, 2, 3 and 4. One copy is sent to parents, a second copy to the student's guardian and a third is given to the student.

If there is a variation in the Overseas Student's enrolment load, which may affect the student's expected duration of study, the College will record this variation and the reasons for it on the student file. The College will report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

The College will implement an intervention strategy for any Overseas Student who is at risk of not meeting satisfactory course progress requirements. The intervention strategy will be in place where the student has failed or is deemed not yet competent in 70% or more of the course attempted in any reporting period.

Where the College has assessed the Overseas Student as not achieving satisfactory course progress, the College will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice will inform the student and their parent/guardian that he or she is able to access the College's complaints and appeals process and that the student and parent/guardian have 10 working days in which to do so.

The College will notify Overseas Students and their guardians if they have failed to meet satisfactory attendance requirements. If Attendance:

Drops below 90% - a letter will be sent to guardians and students informing them of the situation.

Drops below 85% - a letter of warning will be sent to guardians and students informing them that the College will inform the secretary of Commonwealth Department of Education through PRISMS if the students' attendance rate drops below a satisfactory level.

Drops below 80% - a letter will be sent to guardians and students informing them that the College will inform the secretary of Commonwealth Department of Education through PRISMS that the students' attendance rate dropped below 80%. The letter will inform the student that he or she is able to access the College's complaints and appeals process.

Where the Overseas Student has chosen not to access the complaints and appeals processes within the 10 working day period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College will notify the Secretary of Commonwealth Department of Education through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

If Overseas Students are at risk of failing, students and their parents/guardians will be made aware of the implications for the on-going viability of their Visa, as a result of a repeat of a year at the College.

Intervention Policy

The College will implement an intervention strategy for any Overseas Student who is at risk of not meeting satisfactory course progress requirements. The intervention strategy will be in place where the student has failed or is deemed not yet competent in 70% or more of the course attempted in any reporting period.

A student identified as being “at risk” (during the study period or at the end of the study period) of not meeting satisfactory course progress requirements will be sent a warning letter requiring them to attend a course progress meeting.

A copy of the warning letter and all other relevant documents will be placed in the students file. At the meeting an intervention strategy will be negotiated with the student and will be recorded at the conclusion of the meeting and signed off by the student and the Course Coordinator. A written copy of the intervention strategy will be provided to the student and placed in their file.

Students “at risk” of not meeting course progress requirements, who fail to participate fully in the intervention strategy developed by college in conjunction with the student will be subject to the student behaviour requirements which includes the possibility of deferral, suspension of cancellation of their enrolment.

The intervention strategy comprises some or all of the following:

Programs to address academic and non-academic issues

- Student study time table drawn up
- The academic involvement report from each subject trainer
- Assessment outcomes
- Any other matters relevant to progress

19. CHANGE OF CONTACT DETAILS

The College is required to maintain complete and current records of each Overseas student’s contact details. Students are required to notify the Overseas Students coordinator immediately of any change in address, phone numbers, guardianship etc. Students who fail to keep the Overseas Students Co-ordinator informed of their current contact details risk having their student visa cancelled by Commonwealth regulatory authorities.

Chisholm Catholic College
(CRICOS Provider Code: 004325)

International Students

Enrolment Application Form

ENROLMENT APPLICATION FOR INTERNATIONAL STUDENTS

As parents/guardians, I/we apply for the enrolment of my/our son/daughter/ward at Chisholm College and submit the following information. I/We have read the International Students Policy of entry and accept all the terms and conditions outlined in it.

GENERAL

Family Name (surname).....

Given Names

Country of Citizenship or birth Passport No: Date of Arrive in Australia

Date of birth Sex: Male Female

Home Country Address

(for reports/accounts etc)

Home Country Telephone no: Home Country Fax

Perth Address (if available)

..... Postcode

Perth Telephone No: Perth Fax No:

Present Grade at school in home country Name of School

Year for which application for entry is being made: Year 10 Year 11 Year 12

Main languages/dialects spoken at home:

RELIGION

Catholic Other Christian Other

Year Parish

Baptism

Reconciliation

Eucharist

Confirmation

Sister/brothers who have attended (or still attend) Chisholm College

Name	Years	Grades Completed
..... to
..... to

ATTACHMENTS AND ENCLOSURES

Please enclose:

- i. CERTIFIED English translation of the most recent school report showing results and grades
- ii. Evidence of English language proficiency, eg. IELTS, TOEFL, Cambridge 1119.
- iii. Public Examination Results Certificate (CERTIFIED)
- iv. School reference
- v. Three (3) recent passport size photographs
- vi. Photocopy of Baptism Certificate
- vii. Non-refundable Application Fee of A\$100 (if bank draft, please make payable to "Chisholm College")

FAMILY DETAILS

FATHER

Name.....
(First Name) *(Surname)*

Country of Birth Occupation

Employer Bus.Tel:

Religion Catholic Other Christian Other

MOTHER

Name.....
(First Name) *(Surname)*

Country of Birth Occupation.....

Employer: Bus.Tel:

Religion Catholic Other Christian Other

Marital Status: Married Divorced Separated Widow Widower

GUARDIAN IN AUSTRALIA

Name.....
(First Name) *(Surname)*

Country of Birth Occupation

Employer Bus.Tel:

Religion Catholic Other Christian Other

Will the student be residing at the above address with the person shown? Yes No
If no, please complete the following:

HOMESTAY PARENTS:

Name.....
(First Name) *(Surname)*

Country of Birth Occupation

Employer Bus.Tel:

Religion Catholic Other Christian Other

PARENT/GUARDIAN DECLARATION

I have read the enrolment policy and accept the terms and conditions of entry attached to the application form and certify that to the best of my knowledge the information contained in this Application is correct.

Signature (Parent/Guardian) Date:

GUARDIAN UNDERTAKING

I undertake to fulfil the role of guardian in relation to this applicant and to ensure that the applicant will abide by the requirements set down by the College in the College Handbook and in the International Students Policy.

Signature (Guardian) Date

Chisholm Catholic College
(Cricos Provider No: 004325)
INTERNATIONAL STUDENTS UNDERTAKING
(TO BE SIGNED AT INTERVIEW)

I shall try to understand Christian faith and values. I shall try to do my part in building a caring school family.

I shall:

- i. act with respect towards College staff and students;
- ii. try to achieve my personal best in my studies;
- iii. behave in public in such a way as to uphold the good name of the College;
- iv. strive to develop appropriate Work Attitudes and Habits (Student Handbook);
- v. observe the College Classroom and Travel Codes of Behavior (Student Handbook);
- vi. attend school every day and on time, bringing a letter from my guardian if I am absent or late;
- vii. **commence on the first day of term and attend school until the last day of term, making my plane bookings well in advance using school calendar dates;**
- viii. make myself available to represent the College in sporting and cultural activities and to attend training sessions/rehearsals;
- ix. observe the uniform, hair and jewellery standards of the College; and
- x. comply with all College regulations (Student Handbook).

I shall refrain from the following actions at College, at College functions and while traveling to and from such venues:

- i. the possession or use of illicit drugs;
- ii. the possession or use of alcohol, tobacco ,or unauthorized prescription drugs;
- iii. the possession or use of a weapon or implement that may inflict harm;
- iv. bullying, including cyber bulling at any time, fighting or verbal intimidation;
- v. vandalism or theft;
- vi. offensive language or possession of offensive literature;
- vii. disruption of lessons through inappropriate behavior; and
- viii. unauthorised absence from class or school.

Furthermore, I shall not:

- i. visit gambling establishments or drink alcohol in public, even if I am legally permitted to do so;
- ii. absent myself with bogus illnesses or present fraudulently obtained medical certificates; or
- iii. drive a car without a Western Australian Drivers License.

I understand that, if I fail to honor these promises, it is discretionary with the Principal to defer my promotion from Year level to the next, or suspend or terminate my enrolment.

If a student defers or the College suspends or cancels a student's enrolment this may affect his or her student visa. The College will notify the Secretary of DEEWR via PRISMS as required under section 19 of the ESOS Act.

Signature: (student)Date:

Chisholm Catholic College

Provider Code: 004325

INTERNATIONAL STUDENT'S ENROLMENT

PARENTAL AGREEMENT

I/We (Please print name) being the parent(s)/guardian(s) of (Please print student's name) have read and understood the attached document. I/We confirm that the College's Conditions for Admission and including Homestay, the Administrative Procedures and the Refund Policy have been fully explained to me and I agree to comply with them.

SIGNATURE(S) DATE
Parent/Guardian (Please delete as applicable)

..... DATE
Parent/Guardian (Please delete as applicable)

This agreement must be completed and returned to the College Office before the application can be processed.

CHISHOLM COLLEGE AGREEMENT

The Principal and staff undertake to provide professional classroom teaching, adequate pastoral care and satisfactory student services for each student enrolled at the College. The Principal and staff will strive to enable each student to reach his or her full potential in all courses undertaken.

NAME POSITION

SIGNATURE DATE